

ACCIDENT INVESTIGATION COURSE

This course instructs judge advocates and paralegals on how to conduct accident investigations in accordance with AFI 51-503, Aerospace Accident Investigations, and AFI 51-507, Ground Accident Investigations. The course is designed for judge advocates and paralegals that are selected by their MAJCOM commander to be legal advisors and recorders for accident investigation boards (AIB) and ground accident investigation boards (GAIB). The course encompasses all aspects of the AIB/GAIB, and the differences between them and the safety investigation board. Course topics include the duties and responsibilities of the board; the roles of the MAJCOM legal office, the legal advisor, and the paralegal/recorder; how to conduct the investigation; how to conduct witness interviews; drafting the report; and the safety privilege. The course also addresses issues involving decedents, next of kin, and the media. Completion of the course is required before serving as a legal advisor on an AIB or GAIB.

Duration and Quota. This three and a half day course is offered annually, with a quota of 70 students.

Prerequisites and Selection. Judge advocates with at least one year of experience and paralegals that are at least a five-level are nominated by their MAJCOM to attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX), makes final selections on a noncompetitive basis.

ADVANCED ENVIRONMENTAL LAW COURSE

Senior environmental law practitioners obtain graduate-level updates on federal and state environmental laws and regulations, as well as information on DOD policy and procedures to ensure compliance. This course allows an exchange of views on environmental compliance strategies with sister service practitioners and senior environmental advisors. It is designed for attorneys with varying environmental legal responsibilities at regional, major command, and service-wide levels.

Duration and Quota. This two day course is offered annually in the Washington, D.C. area with a quota of 100 students.

Prerequisites and Selection. Judge advocates and civilian attorneys who occupy or have been selected for key environmental law positions may be nominated to attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX), makes final selections on a noncompetitive basis.

ADVANCED LABOR AND EMPLOYMENT LAW COURSE

Judge advocates, civilian attorneys, and personnel engaged in advising and representing Air Force management on labor and personnel law obtain advanced instruction on the latest principles and concepts of civilian personnel management, litigation trends, and policy initiatives. The curriculum focuses on providing advanced information on substantive federal civilian employment law, litigation issues before the Merit Systems Protection Board, equal employment opportunity in the federal government, federal-sector labor-management relations, ethics, and other miscellaneous federal sector issues. There is particular emphasis on issues unique to the military environment. The course features distinguished guest speakers from various agencies of the Federal Government.

Duration and Quota. This three day course is offered annually with a quota of 80 students.

Prerequisites and Selection. Judge advocates, civilian attorneys, and personnelists who practice in the labor and employment field as their primary duty may be nominated to attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX), in consultation with AFJAGS and the Labor Law FSC, makes final selections.

ADVANCED SEXUAL ASSAULT LITIGATION COURSE

This course provides advanced training for JAGs who will litigate sexual assault cases. The course is designed for 6 Special Victims Prosecutors and 6 Senior Defense Counsel as identified by the Chief Defense Counsel. Training focuses on effective use of expert witnesses at trial, the victim interview process and victim testimony at trial, proper direct and cross-examination of an accused and overarching concepts related to sexual assault investigations from inception through trial. Other students in the class will include 6 Office of Special Investigations (OSI) agents who are assigned to investigate sexual assault cases.

Duration and Quota. This one week course is offered once a year with a quota of 12 students.

Prerequisites and Selection: The Professional Development Division (AF/JAX) makes final selections on a noncompetitive basis.

ADVANCED TRIAL ADVOCACY COURSE

This course provides education in advanced trial techniques to experienced trial and defense counsel to prepare them to try major, complex courts-martial. Under the supervision of renowned advocacy instructor, Mr. Joshua Karton, counsel learns how to apply the personal communication skills and techniques of theatre, film, and television to the art of advocacy. As the former director of education and co-creator of the Applied Theatre Techniques Workshops™, Mr. Karton uses a unique step-by-step system for transforming courtroom presentation into persuasion, which has trained over 8,000 attorneys nationwide. Mr. Karton has served on the faculties of and developed curriculum for American Association for Justice (formerly the Association of Trial Lawyers of America) National College of Advocacy, Gerry Spence Trial Lawyer's College, multiple National Institute of Trial Advocacy colleges, the Army and Navy JAG Corps, ABA programs, and numerous state trial lawyer association presentations.

Duration and Quota. This one week course is offered annually with a quota of 24 students.

Prerequisites and Selection. Experienced trial and defense counsel who have previously attended the Trial and Defense Advocacy Course may be nominated to attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX), makes final selections on a noncompetitive basis.

CYBER LAW BASIC COURSE

The Cyber Law Basic Course is a survey course aimed at exposing judge advocates that have no cyber background to a wide array issues across the cyber spectrum. The course will start with a basic introduction to computer, internet and network operations and progress to more advanced discussions of cyber topics including digital evidence and computer crime investigations, the Air Force's roles and missions in cyberspace, authorities for network operations, network defense, offensive network operations, current threats, and much more.

Duration and Quota. This three day course is offered annually with a quota of 60 students.

Prerequisites and Selection. All attendees must have at least a secret security clearance, which must be verified prior to the beginning of the course.

DEFENSE ORIENTATION COURSE

The Defense Orientation Course is designed to introduce new area defense counsel (ADC) and defense paralegals (DP) to the practical aspects of day-to-day ADC and DP. The course focuses on advising clients in common defense scenarios, defending or assisting defending clients at courts-martial, and working with key personnel such as commanders/first sergeants, the base legal office, and budget personnel. Students observe demonstrations of client interaction with ADCs and defense paralegals (DPs), participate in seminar discussions with experienced defense counsel and paralegals, and receive opportunities to network with other defense personnel. In addition, they receive instruction in the management skills required to run a standalone office. Finally, attendees receive a library of defense documents designed to ease their transition to their new duties.

Duration and Quota. This one week course is offered twice yearly with a quota of 50 students.

Prerequisites and Selection. Judge advocates in the grade of captain through major serving or have been selected to serve as an ADC for the first time may be nominated to attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX), makes final selections on a noncompetitive basis. Paralegals serving or who have been selected to serve as a first-time DP may be nominated to attend.

DEPLOYED FISCAL LAW & CONTINGENCY CONTRACTING COURSE

This course is designed to prepare contracting, finance, and legal personnel to handle various fiscal law and contingency contracting issues and situations that arise during deployments. It is also designed to foster a “team concept” among contracting, finance, and legal personnel as they work together to support their deployed commanders. This course is unique in that all three disciplines are invited to the course. The curriculum provides an extensive introduction to and application of the myriad of legal issues encountered during international military operations with regard to fiscal law and contingency contracting. Topics of instruction include basic government contracting, basic fiscal law, mutual support to allies, deployed fiscal operations, construction, repair, maintenance, training, overseas humanitarian disaster and civic aid, contingency contracting, and civilians in military operations.

Duration and Quota. This three and a half day course is offered annually with a quota of 140 students.

Prerequisites and Selection. Judge advocates and paralegals assigned to units with deployment responsibilities and judge advocates and paralegals assigned to operations and international law positions may be nominated to attend. Reserve and ANG judge advocates, sister service judge advocates, contracting and finance personnel, and foreign students are also invited to attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX), makes final selections on a noncompetitive basis.

ENVIRONMENTAL LAW COURSE

This course provides attorneys who have primary responsibility for addressing and resolving environmental law issues with the ability to comprehend and analyze basic principles and concepts of federal environmental law. The course provides a general overview of the major federal environmental statutes encountered by military environmental attorneys and orients students to DOD procedures and programs aimed at ensuring implementation and compliance with environmental requirements.

Duration and Quota. This one week course is offered annually with a quota of 86 students.

Prerequisites and Selection. Judge advocates and civilian attorneys performing or selected to perform in positions providing advice and representation on environmental issues may be nominated to attend. Other services may nominate environmental law practitioners to attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX), makes final selections on a noncompetitive basis.

FEDERAL EMPLOYEE LABOR LAW COURSE

This course provides Air Force attorneys, paralegals, personnelists, and EO professionals an understanding of the principles and concepts of civilian personnel law. The curriculum is focused on the role of the base-level advisor and is aimed at practical applications. The course addresses federal-sector labor management relations, employment discrimination, employee discipline and performance management, and other issues such as alternative dispute resolution, reductions-in-force, unemployment compensation, civilian drug testing, and the Fair Labor Standards Act.

Duration and Quota. This one week course is offered annually with a quota of 90 students.

Prerequisites and Selection. Judge advocates, civilian attorneys, paralegals, personnelists, and EO professionals who are or will be assigned to practice in the labor and employment field are encouraged to attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX), makes final selections on a noncompetitive basis.

GATEWAY (JUDGE ADVOCATE ADVANCED LAW AND LEADERSHIP COURSE)

Gateway is the first JAG Corps 21 era course, designed to prepare students for the leadership and challenges that field grade judge advocates face at every level. Judge advocate majors will receive advanced instruction on substantive, front-burner legal issues while participating in realistic exercises to hone leadership, management, and communication skills. The course will challenge the students' ability to master the facts, law and skills associated with practical applications. Students will develop creative and effective courses of action, briefings, and written products within peer-led flights.

Duration and Quota. This two week course is offered semi-annually with a quota of 32 students.

Prerequisites and Selection. This course is open to active duty judge advocates in the rank of major.

HOMELAND DEFENSE/HOMELAND SECURITY COURSE

This course provides advanced instruction to Air Force active duty, Guard and reserve component and judge advocates, paralegals, commanders, and other personnel involved in the field on the complex legal problems encountered during homeland defense missions. It prepares students to manage a myriad of different legal issues that may be encountered; general areas include homeland defense legal issues (especially air defense), defense support to civilian law enforcement authorities, the Posse Comitatus Act, the status of ANG issues personnel, response to natural disasters, and intelligence operations and oversight, and cyber issues. The course is a companion to the Army's Domestic Operational Law Course, with more emphasis on special issues and less on the basics.

Duration and Quota. This one week course is offered annually with a quota of 60 students.

Prerequisites and Selection. Active duty and Air Reserve Components commanders and judge advocates assigned to units with homeland defense responsibilities may be nominated to attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX), makes final selections on a noncompetitive basis.

INTERMEDIATE SEXUAL ASSAULT LITIGATION COURSE

This sexual assault litigation training is designed for counsel from the base legal office, NAF and defense counsel. The course provides trial and defense counsel with updates on evolving aspects of military trial practice, practical lessons on securing and using evidence and experts, and courtroom skills practice for sexual assault cases. Students hear from senior leaders, receive instruction from experienced litigators, and network with other counsel.

Duration and Quota. This one week course is currently offered three times annually CONUS, once annually in Europe, and once annually in the Pacific. Class size varies.

Prerequisites and Selection. Trial counsel and defense counsel nominated by their staff judge advocate, or JAJD may attend. The Professional Outreach Division, Office of the Judge Advocate General (AF/JAX) makes final selections on a noncompetitive basis.

JOINT MILITARY JUDGE'S ANNUAL TRAINING

This interservice course brings together military trial judges to review recent developments in military criminal law and discuss the most effective techniques of judicial management. The curriculum provides military judges of all services a forum for discussion and resolution of commonly experienced problems that affect the judge's pretrial, trial, and post-trial role in courts-martial. Seminar topics include discussion and analysis of the judge's responsibilities at trial, courtroom procedures, the rules of evidence, and recent court decisions significantly impacting the law.

Duration and Quota. This course is hosted by The Judge Advocate General's School every other year. This is a one week course with a quota of 115 students.

Prerequisites and Selection. This course is open to all military judges from all branches of service.

JUDGE ADVOCATE STAFF OFFICER COURSE

This course educates recent law school graduates about Air Force legal practice and equips them to be effective officers during the first 12 to 18 months of their initial assignments as judge advocates. The JASOC curriculum focuses on many areas of military law, including military justice, trial advocacy, and adverse administrative actions involving military members and civilian employees. The course also educates students in a wide-range of practice areas critical to daily operations at Air Force installations, including government contracts, environmental law, labor law, and legal assistance. Finally, students receive training in international and operations law topics such as the legal aspects of homeland defense, deployed military justice and civil law, the law of armed conflict, and rules of engagement.

Duration and Quota. This course is offered three times each year. Each session includes nine weeks of instruction. Class size varies.

Prerequisites and Selection. Students are Air Force officers (including Air Force Reserve and ANG) entering the judge advocate specialty area, along with selected foreign officers. Course graduates are assigned as assistant staff judge advocates at legal offices worldwide.

LAW OFFICE MANAGEMENT COURSE

This course provides senior noncommissioned officers selected to perform law office management functions in base legal offices with an overview of various legal areas that will enhance their understanding of the law and provides them with principles and concepts of office management to improve their effectiveness in supporting the mission. The curriculum emphasizes situational aspects of law and management as practiced in the Air Force. Students receive training in various areas of law office management and communication skills, and they receive updates on recent developments in the areas of military justice and civil law that impact the management of the base legal office. The course is designed to facilitate active student participation, encourage utilization of problem-solving and decision-making skills, and foster discussion among students about common workplace and office management issues and solutions.

Duration and Quota. This two week course is offered annually with a quota of 54 students.

Prerequisites and Selection. The course is open to Air Force active duty, Reserve, and ANG paralegals. Eligible NCOs must be in the grades of staff sergeant through senior master sergeant who currently serve or have been selected to serve as the law office superintendent of a legal office. Nominations are forwarded to HQ USAF/JAY. The Senior Paralegal Manager to The Judge Advocate General, HQ USAF, and the appropriate component (reserve or ANG) representative, select Air Force members. Quotas are also made available for sister service paralegals, and senior sister service representative's select eligible members of their branch of service for attendance.

MILITARY JUSTICE ADMINISTRATION COURSE

The course provides training in the management of the base legal office military justice section to judge advocates and paralegals that are currently or soon will be the chief of military justice or the NCOIC of justice. Judge advocate and paralegal students learn to manage a base-level military justice section, including how to administratively process a case from the initial stages of the investigation through the post-trial phase.

Duration and Quota. This one week course is offered annually with a quota of 135 students.

Prerequisites and Selection. Experienced judge advocates and paralegals that are currently or are selected to serve as either the chiefs of military justice or NCOICs of military justice at the base, numbered air force, or major command level may be nominated to attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX/JAY), makes final selections on a noncompetitive basis.

NEGOTIATION AND APPROPRIATE DISPUTE RESOLUTION COURSE

Negotiation and Appropriate Dispute Resolution Course (NADRC) and alternate dispute resolution (ADR) develops advocacy skills for judge advocates and civilian attorneys in all facets of government legal practice, regardless of subject matter specialty or experience level. Utilizing a mix of guest speakers, lectures by subject matter experts, and immersive role-playing exercises, and the course teaches students how to become more effective advocates in bilateral negotiations and in ADR proceedings before a neutral third-party. The course exposes students to Interest-Based Negotiation techniques and skills, techniques for overcoming impasses, various ADR techniques, effective advocacy in mediation, and confidentiality of ADR proceedings. Exercises include one-on-one and team negotiations in a variety of subject-matter contexts, and a comprehensive mock mediation before an experienced, professional mediator.

Quota and Duration. This one week course is offered annually with a quota of 64 students.

Prerequisites and Selection. Judge advocates and civilian attorneys may be nominated to attend the course. Other services may select practitioners to attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX), makes final selections on a noncompetitive basis.

OPERATIONS LAW COURSE

This course trains judge advocates and paralegals to identify and analyze legal and political implications of international military operations. Through joint judge advocate-paralegal training, the course teaches students how to apply legal principles to operational problems and prepares students to function as a team in support of deployed military operations. Students first receive lecture and seminar instruction in deployed fiscal law, contingency contracting, and law of armed conflict, legal assistance before and during deployments, deployment-related claims, and rules of engagement, joint and combined operations, and civil law issues during deployed operations. Upon completion of classroom and seminar instruction, students deploy in judge advocate-paralegal teams to Exercise JAG FLAG, which provides a field environment where students apply their classroom learning to deployment situations while under the direct supervision of senior judge advocates and paralegals with deployment experience.

Duration and Quota. This ten day course is offered annually with a quota of 120 students.

Prerequisites and Selection. Judge advocates and paralegals assigned to units with deployment responsibilities and judge advocates and paralegals assigned to operations and international law positions may be nominated to attend. Reserve and ANG judge advocates, sister-service judge advocates, and international students also are invited. Judge advocate and paralegal teams from the same unit are preferred, but students may still attend individually.

PARALEGAL APPRENTICE COURSE

This course is designed to provide students with the foundational skills necessary for them to perform duties as a paralegal apprentice in a base legal office. Training includes instruction on legal research and writing, ethics, general law, nonjudicial punishment, pretrial administration, post-trial administration, and claims.

Duration and Quota. This seven week course is offered five to six times per year with a quota of 35 students.

Prerequisites and Selection. Individuals must volunteer for duty in the paralegal career field. Additionally, interested individuals must interview with the staff judge advocate and law office superintendent at the base where they apply for retraining.

PARALEGAL CRAFTSMAN COURSE

Paralegal Journeyman receives advanced and specialized training in military legal practice. The curriculum provides an in-depth review of all statutes and instructions applicable to the operation of a legal office. The course is divided into seven curriculum areas: legal research and writing, estate planning/will drafting, ethics, military justice, general law, operations and international law, and supervision and training. The military justice curriculum focuses on cradle-to-grave processing of a court-martial case from investigation through appellate review. The claims curriculum provides advanced instruction tort claims and tort litigation, both in favor of and against the Air Force. The civil law curriculum includes instruction on administrative separation actions, inquiries and investigations, and civil law programs and directives. The operations and international curriculum includes instruction on deployed fiscal law and contingency contracting, law of armed conflict, rules of engagement, combined and joint operations, status of forces agreements, air and sea law, legal support doctrine, and foreign criminal jurisdiction. Supervision and training instruction focuses on orientation, office management problems/problem solving, and documenting training. Ethics instruction focuses on institutional, legal, and personal ethics as it relates to AF legal practice.

Duration. This seven week course is offered four times a year with a quota of 30 students.

Prerequisites and Selection. Students must possess a 5-skill level, be in the grade of staff sergeant or higher, and have completed the minimum time in upgrade training to be nominated to attend. (AFI 36-2201 Volume 2, paragraph 1.2.3.)

RESERVE FORCES PARALEGAL COURSE

This course provides Category A and B Reserve, and ANG, paralegals with updated information on the recent developments in civil law and military justice that have an impact on the legal services function. The civil law curriculum includes legal assistance, preventive law, legal research, contracts, administrative discharge boards, and career education and training. The military justice curriculum includes nonjudicial punishment, pretrial procedures, Automated Military Justice Analysis Management System (AMJAMS), courts-martial proceedings, post-trial procedures, and recent developments.

Duration and Quota. This one week course is offered once per year with a quota of 55 students.

Prerequisites and Selection. Students must have been awarded the 5-skill level (Journeyman). Selection is made by the program manager for each component. Attendance is required once every four years.

SPECIAL VICTIMS' COUNSEL COURSE

The Special Victims' Counsel Course is designed to prepare trial attorneys who have been designated to represent victims of sexual assault, in contexts related to the military justice process, including attending interviews of the victim and interfacing with military commanders, prosecutors, defense counsel and investigators. The students receive instruction on the current contents of the Victims' Counsel Charter, professional responsibility implications, SAPR program, VWAP program OSI interviews, Military Rules of Evidence 412, 513, and 514, access to information, and representing victims facing minor ancillary disciplinary matters. Students will complete experiential exercises on the last day of the course to demonstrate their mastery of the learning objectives and their ability to successfully represent sexual assault victims upon completion of the course.

Duration and Quota. This one week course is offered twice annually with a quota of 30 students.

Prerequisites and Selection. The Professional Outreach Development Division, Office of the Judge Advocate General (AF/JAX), makes final selections on a noncompetitive basis. Current SVCs may be nominated to attend.

STAFF JUDGE ADVOCATE COURSE

This course provides a refresher course in military law and a study of Air Force leadership principles for judge advocates who are newly assigned to staff judge advocate positions. The course is designed to facilitate the transition of judge advocates to the position of staff judge advocate—the senior legal advisor to Air Force commanders.

Duration and Quota. This two week course is offered annually with a quota of 65 students.

Prerequisites and Selection. Students selected by The Judge Advocate General to serve in staff judge advocate positions are eligible for this course. Space permitting, active duty deputy staff judge advocates may be invited to attend.

TRIAL ADVOCACY COURSE

The Trial Advocacy Course (TAC) replaces regional circuit conferences, and it provides trial and defense counsel with updates on evolving aspects of military trial practice, practical lessons on securing and using evidence and experts, and courtroom skills practice. Students tour local facilities, hear from military judges and senior leaders, and network with other counsel.

Duration and Quota. The one week course is currently offered three times annually in the CONUS, and once annually in Europe, and the Pacific. Class size varies.

Prerequisites and Selection. Trial and defense counsel, military justice paralegals and defense paralegals nominated by their staff judge advocate or JAJD may attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX), makes final selections on a noncompetitive basis.

TRIAL AND DEFENSE ADVOCACY COURSE

Judge advocates with limited courtroom experience receive instruction in basic advocacy and courtroom skills through lectures and exercises designed to improve their advocacy skills, including particular focus on litigating sexual assault cases. Upon selection for the course, students are assigned the role of either trial or defense counsel. Students receive a mock case file and related materials several weeks in advance of the course, and before the course begins, they must develop and prepare the case in anticipation of a fully litigated court-martial. During the course, students present motions, voir dire, opening statements, direct and cross-examinations, and findings and sentencing arguments to a variety of experienced trial practitioners. The practitioners then critique the strengths and weaknesses of each exercise and student presentation and make recommendations to enhance the student's advocacy skills.

Duration and Quota. This two week course is offered twice annually with a quota of 36 students.

Prerequisites and Selection. Trial and defense counsel may be nominated to attend. The Professional Development Division, Office of the Judge Advocate General (AF/JAX), makes final selections on a noncompetitive basis.